



# December 2025 Payroll Calendar

Calendar Subject to Change



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> <b>PAY DAY</b> for Administrators	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> <b>PAY DAY</b> For Classified, Teacher Extra Pay, & Sub Teachers All sub checks mailed	<b>11</b>	<b>12</b> <b>EARLY</b> <b>Kronos Approval</b> for Classified 12/01-12/15 by 10am	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Kronos Time entry due For Certificated Extra Pay, Sub Teachers, & All Teacher Absences By 10am	<b>18</b> <b>EARLY</b> <b>Kronos Approval</b> for Certificated & Classified 12/16-12/31 by 10am *REMINDER* Certificated Warrant due	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> <b>PAY DAY</b> for Classified Payroll will Distribute 10am - 2pm	<i>Closed</i> Christmas Eve & Christmas Day December 24 - 25		<b>26</b>	<b>27</b>
<b>28</b> 	<b>29</b>	<b>30</b> <b>PAY DAY</b> for Certificated Payroll will Distribute 10am-2pm				



**WARRANT LISTINGS ARE DUE TWO DAYS PRIOR TO RESPECTIVE PAYDAYS!**

